FAMILY ENROLLMENT

OPENING AN EXISTING FAMILY PROFILE

If you have already been enrolled in 4-H, you already have a 4-H online family profile. You can access your account by following the directions below.

1. Go to www.v2.4honline.com

2. Enter your email address (login) and password, then click **"Sign In"** to open your account

Note: If you do not remember the password associated with your family profile, you can use the **"Reset password"** function at the bottom of the screen. A temporary password and instructions will be sent to the email address associated with your family account.

If you do not remember the email associated with your family profile, contact your local 4-H office. The 4-H Online Manager can confirm or change the email address in your family profile. If you change the email in your family account you will need to reset your password before logging in.
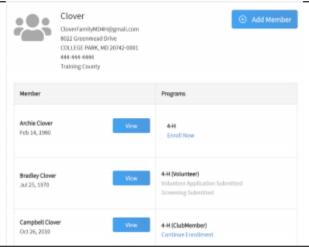
Remember: Your family profile must be associated with a valid email address. This will be your log-in and you will receive 4-H Online communications at this address. It is also the email address where a password reset will be sent.

Once you have logged in to your family profile, you may review the Member List, add new family members if necessary, and complete 4-H enrollment and registration actions.

FFA members: Choose your FFA chapter as your unit/club. By choosing your FFA chapter, THIS DOES NOT ENROLL YOU IN 4-H.
If you are taking projects in FFA AND in 4-H, add both your FFA chapter and your 4-H club and the projects you are taking listed under each.

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Creating a NEW Family Profile

ARE YOU NEW TO 4-H Online

Only families participating in Ohio 4-H for the first time should create a NEW family profile. Once created, family profiles are permanent. If you already have a 4-H online family profile **DO NOT CREATE A NEW ONE.** Contact your local OSU Extension office for assistance if you are not sure whether you have a family profile, or if you don't know how to access it .

To create a NEW family profile in 4-H online, follow the steps below:

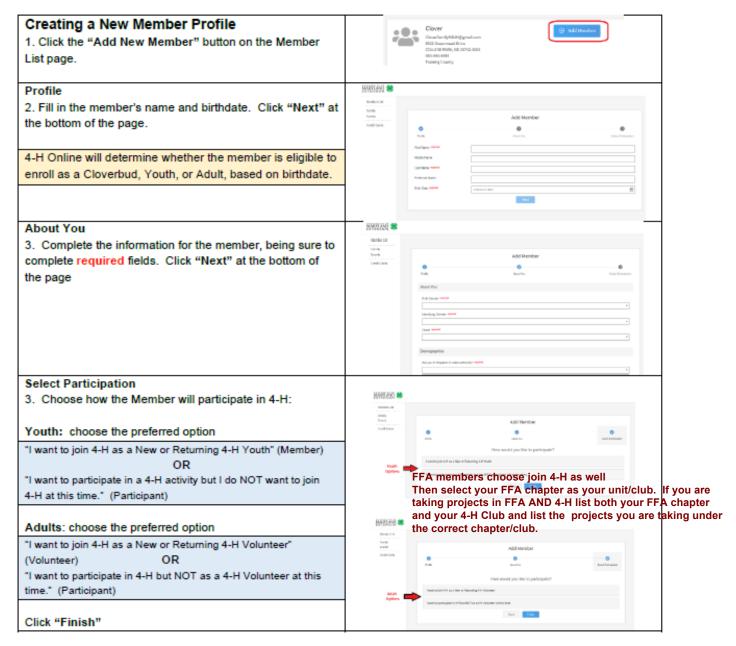|	
1. Go to www.v2.4honline.com 2. Click "Don't have an account?" if you have **never** enrolled in 4-H before using 4-H Online. Note: Your family profile must be associated with a valid email address. This will be your log-in and you will receive 4-H Online communications at this address. It will also be the email address where a password reset will be sent if needed. The email address you provide can only be associated with one family profile. If 4-H Online does not accept your email address, you may already have a 4-H Online family account. Contact your local 4-H office for assistance.	
3. Select "OHIO" from the drop-down menu 4. Select "Ohio State University" for the Institution	
5. Select your county from the drop –down menu Note: When selecting your county, you are choosing the 4-H program in which your family will participate. Click "Continue"	

6. Complete your family's information. Required fields are marked in **red** and must be completed to move to the next screen. **Remember:** Your family information must be associated with a valid email address. This will be your log-in and you will receive 4-H communications at this address. It will also be the email where your password reset will be sent, if necessary. Click the **"Create Account"** button	*(screenshot: 4-H Online "Create Your Account — University of Maryland" form with fields for County, Email, Confirm Email, Family Name, Mobile Phone Number, Password, Confirm Password, and "Back" / "Create Account" buttons)*
Note: An email account can only be associated with one family profile. If you enter an email address that is already associated with a 4-H Online profile, you will see this message. Click the **"Confirm"** button and continue to log in to the existing account.	*(screenshot: "Existing Account" dialog with message "An account with this email has already been found, please sign in or recover password" and "Confirm" / "Cancel" buttons)*
7. Enter your family's address information and click **"Verify."** The verification process may require you to select an appropriate USPS format. If there is already another record in 4-H Online with a matching address, you may see this Duplicate Address screen: Use the browser "back" button to return to the previous screen. Double-check the address you entered and try again. Be sure you have included the full USPS address and a unit/apartment number, if that is part of your address. If you receive the Duplicate Address message again, choose an account recovery method and contact your local 4-H office for assistance.	*(screenshot: "Verify Your Address" form with Address, Address 2, City, State, Postal Code, Country fields and "Verify" button)* *(screenshot: "Duplicate Address: Account Recovery" screen with Recovery Phone fields and "Recovery" / "Send Message" buttons)*
After the address is verified, your family profile has been created! You will receive an email confirming your family profile. The next screen you see will allow you to add the first member to your family.	*(screenshot: Maryland Extension 4-H confirmation email with "Sign In" button)*

Adding a Member to the Family Profile

Family profiles contain individual records for each youth or adult family member who participates in 4-H. These are called Member profiles. ***When creating a new family profile***, you will automatically be asked to add the first member. To add additional family members, click the blue "Add Member button at the top of the Member List. Each family member should have only **ONE** Member profile. Do not create more than one Member profile for an individual. To create a Member profile, follow the steps below:

Creating a New Member Profile 1. Click the "Add New Member" button on the Member List page.	
Profile 2. Fill in the member's name and birthdate. Click "Next" at the bottom of the page. 4-H Online will determine whether the member is eligible to enroll as a Cloverbud, Youth, or Adult, based on birthdate.	
About You 3. Complete the information for the member, being sure to complete required fields. Click "Next" at the bottom of the page	
Select Participation 3. Choose how the Member will participate in 4-H: **Youth:** choose the preferred option "I want to join 4-H as a New or Returning 4-H Youth" (Member) **OR** "I want to participate in a 4-H activity but I do NOT want to join 4-H at this time." (Participant) **Adults:** choose the preferred option "I want to join 4-H as a New or Returning 4-H Volunteer" (Volunteer) **OR** "I want to participate in 4-H but NOT as a 4-H Volunteer at this time." (Participant) Click "Finish"	 **FFA members choose join 4-H as well** **Then select your FFA chapter as your unit/club. If you are taking projects in FFA AND 4-H list both your FFA chapter and your 4-H Club and list the projects you are taking under the correct chapter/club.**

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Your Family Profile

Each time you log in to your family profile in 4-H online, your member list will open as the home page. The member list displays all family members for whom a Member record has been created. In addition to the member list, your family profile contains family details, and events.

Member List

Your member list shows each member record that has been added to your family profile. You can see:

- Member's name and DOB
- 4-H Member Type
  - Club Member (Youth 8-18)
  - Cloverbud (Youth 5-7)
  - Volunteer (Adult 18+)
  - Participant (Adult or Youth)
- Status of Enrollment
  - Enrolled
  - Volunteering
  - Submitted
  - Incomplete (Continue Enrollment)
  - Not Enrolled (Enroll Now)

Family Information

You can view the information contained in your family profile. You can change or update email, phone, and address by clicking the "Edit" Button.

The County associated with your family's profile can only be changed by a 4-H Online Manager. If you want to change your county affiliation, contact your local 4-H Office for instructions.

Events

You can view events that are open for registration to members of your family. To register for an event, click on the event name, select the Member who wishes to attend, click the "Register" button, then follow the instructions.